



SPRING 2017

Test Administration Directions

*GRADES 4 and 8
High School*

Test Administrator's Name

ARIZONA'S

Instrument to Measure Standards

Science

AZ00002785

PEARSON

Table of Contents

Overview for the Spring 2017 Administration of AIMS Science	1
Test Administrator Responsibilities	1
Students to Be Tested	2
Test Administration Schedule	2
Test Materials	3
Before Testing	5
Training and Test Security	5
Preparing the Room for Testing	6
During Testing	7
Reading the Scripted Directions	7
Student Identification Information	7
Pre-ID Labels and Demographic Data Grid	8
Monitoring Testing	9
Precautions	9
Use of Resources	10
Use of Unacceptable Resources	10
Disruptive Students	10
Students Who Leave the Room During Testing	11
Students Who Leave School During Testing	11
Scripted Directions for Grades 4 and 8 Science Test	12
Scripted Directions for High School Science Test	20
After Testing	26
Inspecting Test Materials	26
Completing Student Identification Information	27
Transferring Student Responses	32
Returning Test Materials to the Test Coordinator	33
Glossary	34

PEARSON

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Overview for the Spring 2017 Administration of AIMS Science

Arizona's Instrument to Measure Standards Science (AIMS Science) is administered to students in Grades 4, 8, and high school.

The Spring 2017 AIMS Science tests must be offered to all students who are eligible to participate. See "Students to Be Tested" on page 2 for more information.

The window for AIMS Science testing is scheduled for Monday, March 13, 2017–Friday, April 21, 2017. Testing must be conducted according to the Test Administration Schedule on pages 2–4 in this document.

This document provides directions for the administration of AIMS Science and should be used by the Test Administrator during each day of AIMS Science testing.

Test Administrator Responsibilities

The Test Administrator is responsible for:

- ☐ participating in training activities scheduled by the Test Coordinator;
- ☐ signing and returning to the Test Coordinator the AIMS Test Security Agreement;
- ☐ adhering to test administration security procedures;
- ☐ reviewing this document in advance of the testing date;
- ☐ receiving test materials from the Test Coordinator;
- ☐ verifying the quantities of test materials received;
- ☐ distributing and collecting all test materials on testing days;
- ☐ following the test administration directions exactly as stated in this document;
- ☐ reading aloud to the students the scripted directions exactly as stated in this document;
- ☐ requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures;
- ☐ completing or verifying all necessary demographic information on the student demographic data grid for those students **without** a Pre-ID label;
- ☐ completing the accommodations information on the AIMS Science answer documents for all students receiving standard accommodations; and
- ☐ assembling and returning all test materials to the Test Coordinator.

Students to Be Tested

Students in Grades 4 and 8 are expected to participate in the Spring 2017 administration of AIMS Science.

High school students in cohorts 2019 or 2020 are permitted to participate in AIMS Science. Students in cohort 2019 who did not participate in the Spring 2016 administration of AIMS HS Science are expected to participate. Students in cohort 2020 (generally ninth-grade students) who are enrolled in a life science course that is aligned to Strands 1–4 of the Arizona Academic Content Standard for Science at the high school level may participate in the Spring 2017 administration of AIMS HS Science.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment, AIMS A, are excluded from AIMS Science. Refer to the AIMS A guidelines on the Arizona Department of Education Web site at www.azed.gov for additional information.

Test Administration Schedule

AIMS Science must be administered exactly as shown in the table and described below. The school's specific testing schedule must be clearly communicated to parents, guardians, and students in advance.

AIMS Science is not a timed test.

The following are **approximate times** needed to administer AIMS Science. These estimates include time to distribute materials to students, complete student information on test materials, read directions, and collect and count test materials at the end of each testing session.

AIMS Science Test Administration	
Test Window: Monday, March 13, 2017–Friday, April 21, 2017	
Grade(s)	Session(s)—Approximate Time
4 and 8	2 sessions (Part 1 and Part 2)—45–60 minutes each
High School	1 session—2 hours

Grades 4 and 8 Science Tests

Grades 4 and 8 science tests are to be administered in two sessions (Part 1 and Part 2) of 45–60 minutes each.

A significant break should be scheduled between the administrations of Part 1 and Part 2 of the science test.

High School Science Test

The AIMS HS Science test is to be administered in one session of two hours.

A brief stretch break is included within the one testing session.

Make-up science tests for Grades 4, 8, and high school are to be scheduled anytime during the test window, but must be completed by April 21.

For AIMS Science testing, students may not have access to any electronic devices, including cell phones, from the time they enter the testing room until dismissed. Students may not be dismissed from the testing room until the testing session is complete. A testing session is complete only when the allotted time for the session has ended or when all students present have finished the session. Students may be instructed to bring personal reading materials or classwork they can do if they finish testing before the end of the testing session.

Students who need additional time beyond the allotted time must be allowed to continue testing immediately following the scheduled testing session. These students may be escorted to another secure testing location at the conclusion of the allotted testing time to finish the testing session. For each day of testing, students must complete the designated sessions by the end of the school day.

Plan to start and finish an AIMS Science testing session entirely before lunch or entirely after lunch. Only those students requiring additional time beyond the allotted time should have lunch or another meal while testing on AIMS Science. For these students, the meal should be brought to the student, and the student should remain in the secure testing environment while eating.

Test Materials

AIMS Science test books and answer documents are secure documents. While in the possession of the Test Administrator, test materials must be kept in **secure, locked storage** except during actual test administration times. Test Administrators must follow the proper procedures for ensuring the security of test materials before, during, and after the test administration.

Test Administrators will receive test materials from the Test Coordinator at the beginning of the day of testing. The Test Administrator should also receive an inventory of the number of test books and answer documents that have been delivered. Upon receipt of the test materials, the Test Administrator should count the number of test books and answer documents received. Any discrepancies must be reported immediately to the Test Coordinator. Test Administrators will return all test materials to the Test Coordinator at the end of each day of testing.

AIMS Science includes one nonscorable test book per grade and one machine-scorable answer document per grade.

For AIMS Science testing, the use of scratch paper or extra paper is prohibited. Students may write directly in their test books when needed. Students may use colored pencils, pens, markers, and highlighters to mark in their nonscorable test books as needed.

For each day of testing, students must complete the designated sessions by the end of the school day.

Test Administrators must follow the proper procedures for ensuring the security of test materials before, during, and after the test administration.

Use of scratch paper or extra paper is prohibited.

Students **must**
use a standard,
wooden, graphite-
based No. 2 pencil
to mark their
answers to multiple-
choice questions.

Students must use a standard, wooden, graphite-based No. 2 pencil to mark their answers to multiple-choice questions. Only answers marked or written with a No. 2 pencil will be scored.

AIMS Science test materials to be supplied by the State include:

- ☐ AIMS Science Test Books (Grades 4, 8, and high school);
- ☐ AIMS Science Answer Documents (Grades 4, 8, and high school);
- ☐ AIMS Science *Test Administration Directions*;
- ☐ Pre-ID labels; and
- ☐ Pre-ID Roster.

Test materials that **must** be supplied by schools for each testing room include:

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers; and
- ☐ a “Testing—Do Not Disturb” sign.

Test Administrators must be sure to have an adequate supply of test materials available prior to testing.

Before Testing

Training and Test Security

A Test Administrator should be assigned to each testing room. If the number of students testing in the room requires it, Proctors may also assist the Test Administrator during the administration of the test. Test Administrators and Proctors must be employees of the school. Test Administrators and Proctors must be trained by the Test Coordinator in the correct test administration and test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

- examine, read, or review the content of any portion of the test;
- disclose, or allow to be disclosed, the content of any portion of the test before, during, or after test administration;
- discuss any AIMS Science test item before, during, or after test administration;
- allow students access to test questions prior to testing;
- allow students to share information during test administration;
- allow students to use scratch paper or extra paper;
- read any parts of the test to students, except as indicated in the test administration directions;
- influence students' responses;
- change or erase students' responses;
- review students' responses;
- photocopy, transcribe, or in any way duplicate any part of AIMS Science test books;
- fail to return all test materials, including unused documents;
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures;
- speak or write to students about the test items during the time that students are taking the test;
- make any kind of gestures (e.g., pointing to items, holding up fingers to signify item numbers or answer options) during the time that students are taking the test; and
- instruct the students to go back and reread/redo their tests after they have finished their test. This instruction may only be given prior to the students taking the test.

Test Administrators and Proctors may **not** assist students in answering test questions. Test Administrators and Proctors may **not** translate, reword, or explain any test questions or any answer choices. No test item may ever be discussed before, during, or after test administration. (See the Glossary on page 34 in this document for the definition of *item*.) Refer to “Test Preparation and Administration Practices” on the Arizona Department of Education Web site at www.azed.gov.

*Test Administrators and Proctors **must** sign a copy of the AIMS Test Security Agreement.*

To ensure the security of AIMS Science, Test Administrators and Proctors **must** sign a copy of the AIMS Test Security Agreement obtained from the Test Coordinator or found on the Arizona Department of Education Web site at www.azed.gov.

Preparing the Room for Testing

AIMS tests are to be administered at Arizona schools. AIMS tests may be administered in a home or hospital setting for a single student. AIMS tests cannot be administered outside the state of Arizona.

The testing room should be prepared for the test administration prior to the testing date. Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance. Poster-size versions of the AIMS Science Reference Sheet for Grade 8 may remain posted during AIMS Science testing for Grade 8. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

Arrange student seating so that students cannot easily see the answer documents of others and so that the Test Administrator(s) and Proctor(s) can walk by each student. Students’ desks and tables should be cleared of backpacks and unnecessary materials prior to the distribution of tests and answer documents.

During Testing

Reading the Scripted Directions

AIMS Science is a standardized test. The Test Administrator **must** follow the directions exactly as stated in this document.

The scripted directions are formatted to guide you through the test administration and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures.



Read aloud to students only what is marked with a “SAY” and printed in bold type.



This symbol indicates places where you should use a test book or answer document to show sample items or to make sure students have turned to the correct page.

Text printed in italics *Text printed in italics are directions or information for Test Administrators. Text printed in italics should not be read aloud to the students.*

Since this manual is designed for use in administering AIMS Science in Grades 4, 8, and high school, some language in the script is specific to certain grades. Test Administrators are encouraged to read the script in advance of the test administration and highlight the portions that are relevant for the grade level being tested.

Student Identification Information

Student identification information to be completed **by the student** is located on the front covers of the test books and on the front covers of the answer documents. Student identification information to be completed by the student includes Student Name, Teacher Name, School, and District. Prior to test administration, and before distributing test books and answer documents to students, the Test Administrator should write the names of the teacher, the school, and the school district on the board in a visible location. The scripted directions will guide students through the completion of this information on their test books and answer documents.

*The Test Administrator **must** follow the directions exactly as stated in this document.*

Form A
SPRING 2017

GRADE 4
*Science
Test Book*

George Hunt STUDENT NAME

Mr. Fremont TEACHER NAME

Prickly Pear Elementary School SCHOOL

Tumbleweed Unified DISTRICT

Information in this box to be handwritten by student.

March 13, 2017 – April 21, 2017

This test is to be administered only online.

ARIZONA'S SPRING 2017
GRADE 4

Instrument to Measure Standards

HUNT, GEORGE
SAIS# 999999999 Gender: M Grade: 4
DOB: 99/99/9999
District: TUMBLEWEED UNIFIED DISTRICT
School: PRICKLY PEAR ELEMENTARY SCHOOL
99999-99999 Content Area: Science

99999999-9

George Hunt STUDENT NAME

Mr. Fremont TEACHER NAME

Prickly Pear Elementary School SCHOOL

Tumbleweed Unified DISTRICT

Information in this box to be handwritten by student.

*Science
Answer Document*

Pre-ID Labels and Demographic Data Grid

The student demographic data on reports, such as student name, date of birth, and SAIS ID, comes from the Pre-ID label on the front of the answer document or from what is marked on the student demographic grid on the back of the answer document. If a Pre-ID label is used, then do not grid student demographic information. If student demographic information is gridded, then do not use a Pre-ID label. **Never submit an answer document with both a Pre-ID label and gridded student demographic information.**

Pre-ID labels are to be affixed in the proper location on the front of the answer documents. Pre-ID labels may be affixed before or after testing.

ARIZONA'S
Instrument to Measure Standards

**SPRING 2017
GRADE 4**

HUNT, GEORGE
SAIS# 999999999 Gender: M Grade: 4
DOB: 99/99/9999
District: TUMBLEWEED UNIFIED DISTRICT
School: PRICKLY PEAR ELEMENTARY SCHOOL
99999-99999 Content Area: Science

99999999-9

George Hunt STUDENT NAME

Mr. Fremont TEACHER NAME

Prickly Pear Elementary School SCHOOL

Tumbleweed Unified DISTRICT

Information in this box to be handwritten by student.

*Science
Answer Document*

The student identified on the Pre-ID label must be the same student whose handwritten name is next to the Pre-ID label.

The student identified on the Pre-ID label must be the same student whose handwritten name is next to the Pre-ID label.

Pre-ID labels are not to be saved for use on another AIMS Science administration. Any Pre-ID labels that are not used during the Spring 2017 administration of AIMS Science are to be returned with the nonscorable test materials.

If a Pre-ID label is **not** available, the student demographic data grid located on the back of the answer documents **must** be completed. The student demographic data grid is to be completed by the Test Administrator, Test Coordinator, or other designated school staff member. The student may not complete the demographic data grid. Instructions for completing the demographic data grid can be found on pages 27–31 in this document.

For any student who receives standard accommodations, the fields for these accommodations found in section K on the back of the answer documents **must** be completed **even if a Pre-ID label is used**. See pages 30–31 in this document for instructions.

Monitoring Testing

During the administration of AIMS Science, Test Administrators and Proctors should move unobtrusively about the room, checking to make sure students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors should:

- ☐ supervise the room at all times during testing;
- ☐ answer student questions that pertain **only** to the clarification of test administration directions;
- ☐ verify that students are marking their answers to multiple-choice questions in the proper locations in their answer documents; and
- ☐ check for a large number of erasures—these may indicate that a student is confused about the directions. Test Administrators and Proctors may help the student understand the directions, but do not explain concepts, or test questions, or answer choices, or give any other help that could influence the student's response.

When a student has finished testing, the Test Administrator should collect the student's test materials. Once the test materials have been collected, the student may then read or do classwork silently while waiting for the testing session to end.

Follow the test security procedures outlined on page 5 of this document, in the Test Security Agreement, and discussed in your pre-test training while monitoring the test.

Precautions

- Do not use any test books or answer documents other than those that correspond to the Spring 2017 administration of AIMS Science. Documents from other testing programs or from previous AIMS Science test administrations **will not be scored**.
- Do not photocopy the test books or the answer documents.
- Do not disassemble or pull pages from the answer documents.
- Do not allow students to make any marks near the timing marks on the edges of scorable materials.
- Do not use "sticky" notes, paperclips, tape, staples, or glue on the answer documents.

Test Administrators and Proctors should move unobtrusively about the room, checking to make sure students are progressing through the test.

- Do not insert loose papers into the answer documents.
- Do not tape or glue additional paper into the answer documents.
- Do not allow students to use extra paper to write their responses.
- Do not allow students to use correction fluid on the answer documents. If an error is made in filling in a bubble, the student should erase the error completely and make the correction using a No. 2 pencil.
- Do not allow students to use colored pencils, pens, markers, or highlighters on the answer documents.
- Do not return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson. Follow the directions from your Test Coordinator for the proper handling of contaminated test materials.

Use of Resources

The AIMS Science Reference Sheet in the AIMS Science test book for Grade 8 may be used by students during both parts of the science test.

Electronic devices should not be permitted in the testing room.

Electronic devices, including, but not limited to, computers, calculators, cell phones, and portable music players, are prohibited during AIMS testing and should not be permitted in the testing room.

Dictionaries and thesauri may **not** be used for the science test.

Refer to AIMS Testing Accommodations Guidelines on the Arizona Department of Education Web site at www.azed.gov for information regarding the use of resources for students who are eligible for testing accommodations.

Use of Unacceptable Resources

Test Administrators who observe students using unacceptable resources, including, but not limited to, computers, calculators, cell phones, and portable music players, are to remove the unacceptable resource as soon as possible.

The student must be allowed to continue testing. After testing is complete, the District Test Coordinator must notify the AIMS State Test Coordinator of a possible testing violation. The Arizona Department of Education will determine if a testing violation results in a test invalidation.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. Whenever possible, the disruptive or misbehaving student should be allowed to continue testing in a different

location so that other students may test undisturbed. If the student is believed to have participated in cheating, contact the Test Coordinator for guidance.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled testing session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time. The student's test materials must be collected before the student leaves the room and then given back to the student upon returning to the room.

Students Who Leave School During Testing

Students who need to leave school before completing a particular testing session of AIMS Science, including those students who leave due to illness, are ineligible to continue the test for that testing session. The Test Administrator should inform the student that he/she will **not** be permitted to finish that testing session when the student returns to school, collect the student's test book and answer document, and dismiss the student from the testing room. The student's test book and answer document are to be returned to the Test Coordinator. The student's answer document is to be returned with the scorable test materials.

The Arizona Department of Education recommends that documentation identifying the time the student left the testing room, the testing session in progress at that time, and the reason for leaving early be kept and then later attached to the student's test report.

If a student returns to school on a test date for a different content area, the student is permitted to test on that different content area.

Scripted Directions for Grades 4 and 8 Science Test

Grades 4 and 8
Science Test, Part 1

Grades 4 and 8

Administering Part 1 of the Grades 4 and 8 Science Test

Before distributing the Grades 4 and 8 test books and answer documents to students, write on the board the names of the teacher, the school, and the district. All students, as directed below, must handwrite their name, the teacher name, school, and district on their test books and answer documents.

Distribute the test books and the answer documents to students.

*Students may **not** use calculators for any part of the science test. Students may **not** use dictionaries for any part of the science test. Students may **not** use scratch paper for any part of the science test.*

SAY ▶ Today you will be taking the AIMS Science test.

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during AIMS testing may have his or her test invalidated.



Hold up an answer document.

SAY ▶ If there is a Pre-ID label on your answer document, verify that the name and date of birth on the label are correct. If there is an error in your name or date of birth, raise your hand to let me know.

*If any student has an answer document with an **incorrect** Pre-ID label, provide an answer document without a Pre-ID label. Do not allow any student to use an answer document with an incorrect Pre-ID label, even if the label has been marked out.*

SAY ▶ On the front cover of your answer document, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Point to the information that you have written on the board.

*Students may **not** use calculators for any part of the science test.*

*Students may **not** use scratch paper for any part of the science test.*

Scripted Directions for Grades 4 and 8 Science Test (continued)



Be sure to keep your writing within the boxed area on your answer document. Please do not write in the margins.

Pause. Make sure students complete the information correctly.



Hold up a test book and point to the lines on the front cover.



On the front cover of your test book, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Pause. Make sure students complete the information correctly.



The test book contains science questions. You will read a multiple-choice question and then choose one of the answers that follow.

To answer a multiple-choice question, fill in the bubble that matches the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. Make sure that you are marking your answer to a question in the space with the same number as the test question. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

You may not use scratch paper for any part of this test. You may write in your test book, but you must mark all of your answers on the answer document. Only answers marked on the answer document will be scored.

You may not use a calculator for any part of this test. Any student who has a calculator in his or her possession during this testing session will have his or her science test invalidated.

Pause, and then continue.

Scripted Directions for Grades 4 and 8 Science Test (continued)



(For Grade 8) Open your test book to page 1 and look at the AIMS Science Reference Sheet.



(For Grade 8) Hold up the test book and point to the page designated "AIMS Science Reference Sheet."

(For Grade 8) Make sure all students have turned to the correct page in their test books.



(For Grade 8) You may use the information from the AIMS Science Reference Sheet at any time during the test.

Pause, and then continue.



Look at the directions on the front of your answer document. Read along silently while I read aloud.

When you finish each part of the Science test, you will see the following stop sign.



When you see this stop sign, do **not** go on to the next part in the test book. Check to be sure that:

- Every question in that part of the Science test book has been answered.
- The bubbles for your answers are filled in completely using a No. 2 pencil.
- All other bubbles are empty and all stray marks have been erased.

Are there any questions?

Pause to answer any questions, and then continue.



Open your test book to (*for Grade 4, say page 1; for Grade 8, say page 3*) and your answer document to page 1.

Make sure all students have turned to the correct pages in their test materials, and then continue.

Scripted Directions for Grades 4 and 8 Science Test (continued)

SAY We will begin by doing one sample multiple-choice question. Read Sample A in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample A, stop working.

Give students time to answer Sample A.

SAY The correct answer for Sample A is "C."

Pause, and then continue.

SAY Follow the directions that appear throughout the test book and mark your answers on the answer document. Please answer all questions. Questions left blank are scored as incorrect.

When you finish Part 1, you may go back and check your work for Part 1 only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want.

When you finish checking your work for Part 1, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 1 at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the entire science test , both Part 1 and Part 2, by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY Now turn to the next page of Part 1 in your test book.

Make sure all students have turned to the correct page in their test books.

SAY You may begin Part 1.

Scripted Directions for Grades 4 and 8 Science Test (continued)

While students are taking Part 1, move around the room to make sure students are progressing through Part 1. As each student finishes Part 1, collect the student's answer document and test book. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

*Most students should have time to finish Part 1 during the allotted 45- to 60-minute testing session. At the end of the testing session, identify those students who require additional time to complete Part 1. **Follow the procedures established by your Test Coordinator for students who need additional time to complete Part 1.***

Students must complete Part 1 before being dismissed for the significant break. Once students are dismissed for the break, they may not return to Part 1. When all students have finished Part 1 or the allotted time for the session has ended, proceed as follows:

SAY ➤ **This is the end of Part 1.**

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents **must** be located **prior** to dismissing students. All test materials must be kept in **secure, locked storage** until the administration of Part 2 of the science test.*

***Break.** At the conclusion of Part 1, there should be a significant break so students may be refreshed before proceeding to Part 2. Follow your school's plan for providing this significant break.*

Once students have been dismissed for the break, they may not return to Part 1. Once the break is over, students will begin Part 2. Once students begin working on Part 2, they may not return to Part 1. No student should begin working on Part 2 until Part 1 has been completed and the student has taken a break.

Following the break, gather the test materials from their secure location, and then proceed with the test administration.

Students must complete Part 1 of the test before being dismissed for the significant break.

Scripted Directions for Grades 4 and 8 Science Test (continued)

Administering Part 2 of the Grades 4 and 8 Science Test

*Distribute the test books and answer documents to students. **Students must use the same test materials for Part 1 and Part 2 of the Science Test.***

*Students may **not** use calculators for any part of the science test. Students may **not** use dictionaries for any part of the science test. Students may **not** use scratch paper for any part of the science test.*

SAY Please check to see that your name is on the front of both the test book and the answer document. You will now take Part 2 of the science test.

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during AIMS testing may have his or her test invalidated.

You will now take Part 2 of the science test. You may not use scratch paper for any part of this test. You may write in your test book, but you must mark all of your answers on the answer document. Only answers marked on the answer document will be scored. Make sure that you are marking your answer to a question in the space with the same number as the test question.

You may not use a calculator for any part of this test. Any student who has a calculator in his or her possession during this testing session will have his or her science test invalidated.

Pause, and then continue.

SAY (For Grade 8) Open your test book to page 1 and look at the AIMS Science Reference Sheet.



(For Grade 8) Hold up the test book and point to the page designated "AIMS Science Reference Sheet."

(For Grade 8) Make sure all students have turned to the correct page in their test books.

Grades 4 and 8
Science Test, Part 2

Grades 4 and 8

Students may **not**
use scratch paper
for any part of the
science test.

Students may **not**
use calculators for
any part of the
science test.

Scripted Directions for Grades 4 and 8 Science Test (continued)

SAY (For Grade 8) You may use the information from the AIMS Science Reference Sheet at any time during the test.

SAY Open your test book to (for Grade 4, say page 19; for Grade 8, say page 23) and your answer document to page 1.

Make sure all students have turned to the correct pages in their test materials, and then continue.

SAY We will begin by doing a sample multiple-choice question. Read Sample B in your test book, then fill in the bubble in your answer document for the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B.

SAY The correct answer for Sample B is "A."

Pause, and then continue.

SAY Follow the directions that appear throughout the test book, and mark your answers in the answer document. Please answer all questions. Questions left blank are scored as incorrect.

When you finish Part 2, you may go back and check your work for Part 2 only. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want.

When you finish checking your work for Part 2, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test book and answer document.

You must remain silent until the conclusion of the testing session. This is not a timed test. If you have not completed Part 2 of the science test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete Part 2 of the science test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

Scripted Directions for Grades 4 and 8 Science Test (continued)

SAY Turn to the next page of Part 2 in your test book.

Make sure all students have turned to the correct page in their test books.

SAY You may begin Part 2.

While students are taking Part 2, move around the room to make sure students are progressing through Part 2. As each student finishes Part 2, collect the student's answer document and test book. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

*Most students should have time to finish Part 2 during the allotted 45- to 60-minute testing session. At the end of the testing session, identify those students who require additional time to complete Part 2. **Follow the procedures established by your Test Coordinator for these students who need additional time to complete Part 2.** When all students have finished Part 2 or the allotted time for the testing session has ended, proceed as follows:*

SAY This is the end of Part 2.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents **must** be located **prior** to dismissing students.*

*All test materials should be returned to the school test coordinator immediately following the conclusion of the testing session. If this is not possible, store all test materials in **secure, locked storage** until returned to the school Test Coordinator. All test materials must be returned to the school Test Coordinator by the end of the school day.*

Scripted Directions for High School Science Test

Only students in Cohorts 2019 and 2020 may participate in today's AIMS HS Science testing. Students in Cohorts 2018, 2017, and below may not participate in today's AIMS HS Science testing.

Before distributing the science test books and answer documents to students, write on the board the names of the teacher, the school, and the district. All students, as directed below, must handwrite their name, the teacher name, school, and district on their test books and answer documents.

Distribute the test books and the answer documents.



Today you will be taking the AIMS Science Test.

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her science test invalidated.



Hold up an answer document.



If there is a Pre-ID label on your answer document, verify that the name and date of birth on the label are correct. If there is an error in your name or date of birth, raise your hand to let me know.

*If any student has an answer document with an **incorrect** Pre-ID label, provide an answer document without a Pre-ID label. **Do not allow any student to use an answer document with an incorrect Pre-ID label, even if the label has been marked out.***

Scripted Directions for High School Science Test (continued)

SAY On the front of your answer document, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Point to the information that you have written on the board.

SAY Be sure to keep your writing within the boxed area on your answer document. Please do not write in the margins.

Pause. Make sure students complete the information correctly.



Hold up a test book and point to the lines on the front cover.

SAY On the front cover of your test book, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Pause. Make sure students complete the information correctly.

*Students may **not** use calculators or scratch paper for any part of the science test.*

SAY The test book contains science questions. You will read a multiple-choice question and then choose one of the answers that follow. You may write in your test book, but you must mark all of your answers on the answer document. Only answers marked on the answer document will be scored.

*Students **may not** use calculators or scratch paper for any part of the science test.*

Scripted Directions for High School Science Test (continued)



To answer a multiple-choice question, fill in the bubble that corresponds to the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. Make sure that you are marking your answer to a question in the space with the same number as the test question. If you want to change an answer, completely erase the mark you made before making a new mark. You must use a No. 2 pencil to mark your answers.

Pause, and then continue.



Look at the directions in the center portion of your answer document. Read along silently while I read aloud.

When you finish the test, you will see the following stop sign.

Stop

When you see this stop sign, check to be sure that:

- Every question has been answered.
- The bubbles for your answers are filled in completely using a No. 2 pencil.
- All other bubbles are empty and all stray marks have been erased.

Pause, and then continue.



You may not use scratch paper or extra paper for any part of this test. You may not use a calculator for any part of this test. Any student who has a calculator in his or her possession during this test will have his or her science test invalidated.

Pause, and then continue.



Open your test book to page 1.

Make sure all students have turned to the correct page in their test books and that their answer documents are turned to the side containing the answer bubbles, and then continue.

Scripted Directions for High School Science Test (continued)

SAY We will begin by doing two sample multiple-choice questions. Read Sample A in your test book, then fill in the bubble on your answer document for the answer you choose. When you have finished Sample A, stop working.

Give students time to answer Sample A.

SAY The correct answer for Sample A is "C."

Pause, and then continue.

SAY Now read Sample B in your test book, then fill in the bubble on your answer document for the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B.

SAY The correct answer for Sample B is "A."

Pause, and then continue.

SAY Follow the directions that appear throughout the test book and mark your answers on the answer document. Please answer all questions. Questions left blank are scored as incorrect.

When you finish the test, you may go back and check your work. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. When you finish checking your work, close your test book. Place your answer document on top of your test book with the answer bubbles facing down. Raise your hand, and I will collect your test book and answer document.

You must remain silent until the conclusion of the testing session. The science test is not a timed test. If you have not completed the test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the entire science test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

Scripted Directions for High School Science Test (continued)

SAY Turn to page 2 in your test book.

Make sure all students have turned to the correct page in their test books.

SAY You may begin the science test. In about one hour, you will be asked to stop for a short break.

While students are taking the science test, move around the room to make sure students are progressing through the test.

Stretch Break. After about one hour, have a stand-and-stretch break. Use the following instructions.

SAY Stop. Close your test book and turn your answer document over so that the answer bubbles are facing down. You may stand and stretch. Please do not talk. Do not use any electronic devices.

At the end of two or three minutes,

SAY Please be seated.

You must remain silent until the conclusion of the testing session. The science test is not a timed test. If you have not completed the science test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the science test by the end of the school day.

When you finish the science test, you may go back and check your work. When you finish checking your work, close your test book. Place your answer document on top of your test book with the answer bubbles facing down. Raise your hand, and I will collect your test materials.

Open your test book to the page you were working on before the break. Turn your answer document over so that the answer bubbles are facing up. You may continue working on the science test.

Scripted Directions for High School Science Test (continued)

While students are taking the science test, move around the room to make sure students are progressing through the test. As each student finishes the science test, collect the student's answer document and test book. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

*Most students should have time to finish the science test during the allotted 2-hour testing session. At the end of the 2-hour testing session, identify those students who require additional time to complete the test. **Follow the procedures established by your AIMS Test Coordinator for those students who need additional time to complete the test.** When all students have finished or the allotted time for the session has ended, proceed as follows:*

SAY ➤ **This is the end of the science test.**

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents **must** be located **prior** to dismissing students.*

*Inspect the test materials using the checklist on page 26. Once inspected, all test materials should be returned immediately to the AIMS Test Coordinator. If this is not possible, store all test materials in **secure, locked storage** until returned to the AIMS Test Coordinator. All test materials must be returned to the AIMS Test Coordinator by the end of the school day.*

After Testing

Inspecting Test Materials

After testing, Test Administrators should inspect AIMS test materials to ensure the following:

- ☐ Test books and answer documents have been separated into individual stacks.
Test books must not contain answer documents.
- ☐ The student has completed his or her name, teacher name, school, and district on the front of the test book and answer document.
- ☐ The Pre-ID label has been applied in the designated location on the front of the answer document, or if no Pre-ID label is available, the student demographic data grid located on the back of the answer document has been completed. See “Completing Student Identification Information” on the following page for more detailed instructions.
- ☐ The student’s handwritten name on the front of the answer document matches the student name on the Pre-ID label or the student name hand-bubbled on the back.
- ☐ The accommodations information on the answer document has been correctly coded for all students receiving standard accommodations. See “Completing Student Identification Information” on the following page for more detailed instructions.

Completing Student Identification Information

During testing, students were directed to write some student identification information on both their test book and answer document. There is additional student identification information on the answer document that must be completed by the Test Coordinator, Test Administrator, Proctor, or other designated school personnel. Some student identification information is included in a Pre-ID label; other information must be hand-bubbled. Follow the directions below for students with a Pre-ID label, for students without a Pre-ID label, and for students who tested using standard accommodations.

All information on the student demographic data grid must be marked using a No. 2 pencil. It is important to fill in the bubbles completely and to make the marks heavy and dark. Any errors must be completely erased.

Students With Pre-ID Labels

If students have a Pre-ID label, affix the label in the designated space on the answer document. This may be done before or after testing. **The student identified on the Pre-ID label must be the same student whose handwritten name is next to the Pre-ID label.**

If the student identified on the Pre-ID label is not the same student whose handwritten name is next to the Pre-ID label, **contact your Test Coordinator for directions. Do not remove the incorrect label. Do not mark out the incorrect name on the label.**

If there is a Pre-ID label on the answer document, do **not** bubble any information in sections A–H on the demographics data grid, as all of this information is already coded within the Pre-ID label.

Students Without Pre-ID Labels

If students do not have Pre-ID labels, the student demographic data grid **must** be completed by the Test Coordinator, Test Administrator, Proctor, or other designated school personnel. This may be done before or after testing. See instructions for bubbling demographic data on the following pages.

The student demographic data grid is **not** to be completed by students.

Certain students are eligible to use standard accommodations while testing on AIMS. For students **with** Pre-ID labels and for students **without** Pre-ID labels, the use of standard accommodations must be recorded in section K of the demographics data grid as described on pages 30–31. **The recording of standard accommodations in section K of the demographics data grid must be done after testing.**

For detailed information on testing accommodations, please see AIMS Testing Accommodations Guidelines on the Arizona Department of Education Web site at www.azed.gov.

[illegible]

Sample of Student Demographic Data Grid

A Last Name, First Name, M

Using the student's **legal** name, print the student's last name in the row of boxes under the section for "Last Name." Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's last name, leave off the letters at the end.

Using the student's **legal** name, print the student's first name in the row of boxes under the section for "First Name." Do not use a nickname. Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's first name, leave off the letters at the end.

Using the student's **legal** name, print the first letter of the student's middle name in the box under the section for "M." Leave the box blank if the student does not have a middle name.

Fill in the appropriate bubble in the column under each letter in the student's name. If there are any blank boxes, fill in the empty bubbles at the top of the column.

B SAIS Number

In the section for "SAIS Number," enter the student's SAIS Number in the boxes at the top of the columns. Fill in the appropriate bubble in the column under each number. The SAIS Number should completely fill the columns. For SAIS Numbers that are fewer than 8 digits long, add an appropriate number of zeros to the front of the SAIS Number to make it 8 digits long.

C School Student ID Number

In the section for "School Student ID Number," enter the student's local School Student ID Number in the boxes at the top of the columns. Fill in the appropriate bubble in the column under each number. The local School Student ID Number should completely fill the columns. For local School Student ID Numbers that are fewer than 12 digits long, add an appropriate number of zeros to the **front** of the local School Student ID Number to make it 12 digits long.

D Birth Date

In the section for "Birth Date," fill in the bubbles for the Month, the Day, and the Year for the student's date of birth. For example, if the student was born March 2, 2001, fill in the bubble for the month of March designated by "Mar" in the Month column, the bubbles for 0 and 2 in the Day columns, and the bubbles for 0 and 1 in the Year columns.

E Cohort (HS Only)

In the section for "Cohort" (HS Only), fill in the bubble that corresponds to the student's cohort.

F Gender

In the section for "Gender," fill in the bubble that corresponds to the student's gender.

G Enrollment

Fill in the bubble for "Not Enrolled" **only** if the student is not currently enrolled at the school where the test was administered.

This bubble is very rarely marked. Check with your School Test Coordinator before marking the "Not Enrolled" bubble.

H Ethnicity/Race

In the section for "Ethnicity/Race," mark the student's ethnicity and race to match the student's SAIS record. Fill in either the "Yes" bubble or "No" bubble next to "Hispanic or Latino." Fill in one or more of the race bubbles.

I For Pearson Use Only

Do not mark any bubbles in this section.

K Standard Accommodations

This section of the demographics data grid is to be completed after testing by the Test Administrator or Proctor who witnessed the use of the testing accommodation or who actually provided the testing accommodation.

Mark the appropriate bubble for each accommodation using the following key. If students qualify for standard accommodations in multiple categories (for example, Injury and ELL/FEP), mark all accommodations received in all applicable categories.

If a student did not receive any standard accommodations, then leave all bubbles in section K blank.

Injury

Complete this section for students who received a standard accommodation due to an injury.

Bubble	Standard Accommodation—Injury
1	Have multiple-choice responses transferred from a test book into an answer document.
2	Record or dictate multiple-choice responses to a scribe.
3	N/A

ELL/FEP

Complete this section for students who received a standard accommodation due to their classification as an English Language Learner student or as a Fluent English Proficient (year 1 or year 2) student.

Bubble	Standard Accommodation—ELL/FEP
4	More breaks and/or several shorter sessions.
5	Simplify language in English for the scripted directions or the directions that students read on their own as needed upon student request .
6	Read aloud in English the writing prompt, writing test items, mathematics test items, or science test items as needed upon student request .
7	Provide a word-for-word published, paper translation dictionary. For a student who is blind, use of an electronic word-for-word translation dictionary. Grammar check, spell check, encyclopedia, and internet access must be turned off.
8	Exact oral translation of the scripted directions or the directions that students read on their own as needed upon student request .

IEP/504

Complete this section for students who received a standard accommodation due to their IEP or 504 plan.

Bubble	Standard Accommodation—IEP/504
9	Place marker use.
10	More breaks and/or several shorter sessions.
11	Test at a different time of day.
12	Simplify language for the scripted directions or the directions that students read on their own.
13	Read aloud or sign the directions that students read on their own.
14	Read aloud or sign the writing prompt, writing test items, mathematics test items, or science test items .
15	Large Print edition of test.
16	N/A
17	N/A
18	For a student who is blind, Braille writers.
19	Have multiple choice responses transferred from a test book into an answer document.
20	Record or dictate multiple choice responses to a scribe.
21	N/A
22	N/A
Braille	Braille edition of test.

Transferring Student Responses

Only student responses written in No. 2 pencil in a standard answer document and returned with the scorable test materials are scored. Students who tested using a Braille version or large-print version of the answer document must have their responses transferred to a standard answer document. Students who used certain standard accommodations (marked answers in their test book rather than in an answer document, recorded or dictated their multiple-choice answers to a scribe, or used assistive technology) must have their responses transferred to a standard answer document.

The Test Coordinator, Test Administrator, Proctor, or other designated school personnel may transfer student responses to a standard answer document. Follow the directions below for transferring multiple-choice responses. **Student responses that are not transferred into a standard answer document will not be scored.**

Transferring Multiple-Choice Responses

Using a No. 2 pencil, mark the student's multiple-choice responses exactly as indicated by the student. If the student marks more than one answer choice for a particular test item, mark the standard answer document in the same way. If the student leaves a particular test item unanswered, leave that same test item unanswered in the standard answer document. The standard answer document with the student's transferred responses is to be returned with the school's scorable test materials.

Any original written student responses not in a standard answer document, such as a test book with answers marked or a large-print test book/answer document, are to be returned with the school's nonscorable test materials. Any adult transcription of student's dictated responses not in a standard answer document is to be returned with the school's nonscorable test materials. Any tape recording of the student's responses is to be erased.

Returning Test Materials to the Test Coordinator

All AIMS test materials, scorable and nonscorable, are to be returned to the Test Coordinator at the end of each testing day.

Scorable AIMS Test Materials

The following AIMS test materials are scorable:

- **Used AIMS Science Answer Documents**

Test Administrators should arrange the answer documents facing up. Paper clips or rubber bands must not be used to bind these materials as this would damage their edges. Follow the directions from your Test Coordinator regarding the return of scorable test materials.

Nonscorable AIMS Test Materials

The following AIMS test materials are nonscorable:

- **Used and unused AIMS Science Test Books**
- **Unused AIMS Science Answer Documents**
- **AIMS Science *Test Administration Directions***
- **All Large Print and Braille test materials (student answers must be transcribed into a standard answer document)**

Follow the directions from your Test Coordinator regarding the return of nonscorable test materials.

Glossary

Arizona's Instrument to Measure Standards (AIMS Science)

A standards-based test aligned to grade level Arizona Academic Standards for science.

Demographic Data Grid

The page that is used to gather student identification information, which must be completed for students without Pre-ID labels. Found on the back of the AIMS answer documents.

Item

A question included as part of an AIMS test. Features both the stem (question) and answer choices.

Pearson

The publishing company that is responsible for providing and scoring test materials for the Arizona Department of Education.

Pre-ID label

The label to be affixed to the front covers of the AIMS answer documents. Student demographic data is coded within the Pre-ID label.

Proctor

An individual who assists the Test Administrator and is an employee of the school.

Significant Break

The break provided between testing sessions in order for students to be refreshed before proceeding with testing.

Test Administrator

An individual, usually a teacher, who is responsible for the administration of the test. This individual must be an employee of the school.

Test Coordinator

An individual who is an employee of the school or district and is responsible for training Test Administrators, distributing test materials, collecting test materials, and organizing testing for a school or district.

The Arizona Department of Education gratefully acknowledges the work of thousands of Arizona teachers involved in the development of the AIMS tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.

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